



Finance & Administration Director 107 W. Ahtanum Road, Union Gap WA 98903 (509)248-0432 Fax (509)457-9607 Email:karen.clifton@uniongapwa.gov

## Public Records Request

**Date of Request:** \_\_\_\_\_

**Name of Requestor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address of Requestor:** \_\_\_\_\_

**Title of Record(s) (if known):** \_\_\_\_\_

**Date of Record(s) (if known):** \_\_\_\_\_

**Location of Record (Department, if known):** \_\_\_\_\_

Please describe the records you are requesting and any additional information that will assist us in locating this information for you as quickly as possible. Failure to provide information sufficient to identify the records may cause delay.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand there may be costs associated with my request and I agree to prepay these costs before receiving my requested documents.

- I wish to have copies/duplicates of the records indicated above.
- I wish to make an appointment to review the records indicated above before copies are made.

Method by which I would like to receive the information I have requested:

- Mailed to me
- Call me and I will pick up in person
- E-mailed to me (If files are too large to e-mail, the City will contact you to make other arrangements.)

I certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes, per RCW 42.56.070(9).

\_\_\_\_\_  
**Signature** **Date**

**For City Staff use only:**

<i>Date received:</i> _____	<i>Comments:</i> _____		
<i>Request denied:</i> ___ Yes ___ No	<i>Copies provided:</i> ___ Yes ___ No	<i>Fee \$</i> _____	<i>Total \$</i> _____
<i>Date completed:</i> _____	<i>Request completed by:</i> _____		



Thank you for requesting public records of the City of Union Gap. Your request has been answered as follows:

- Your request has been received and is being processed. We anticipate a delay until approximately \_\_\_\_\_. Please pardon the delay.
- The record you requested is available. Please contact City Hall for access.
- We need additional information to respond to your request. Please see below.
- We do not have the record you requested.
- The record you requested is exempt from inspection under the law. Please see below.
- Residential address and telephone numbers of public utility customers are exempt from disclosure under RCW 42.56.070 (9).
- Other: Please see below.

Remarks:

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Final agency response: Access is ALLOWED/DENIED. Date: \_\_\_\_\_

Determined by: \_\_\_\_\_

Whom notified: \_\_\_\_\_

How notified: \_\_\_\_\_

When notified: \_\_\_\_\_